

PROCUREMENT MANAGEMENT STAFF, OL  
SIGNIFICANT ACCOMPLISHMENTS  
SECOND QUARTER FY 1988

° Procurement Management Reviews

During the second quarter, reviews of the contract teams in the Offices of Technical Service and Communications and [ ] are in various stages. The addition of [ ] to Procurement Management Staff (OL/PMS) brings additional depth to the reviewing team which is headed by [ ]. The scheduling of the various tasks for each of these contract teams has been automated, and this will greatly enhance our ability to reach our goal of seven reviews during this fiscal year (FY).

25X1

° Contract Officer Intern Program

On 26 February 1988, the first group of Contract Officer Interns (COIs) graduated from the program and received certificates. The COIs are as follows:



° Certificates of Appointment

Certificates of Appointment were prepared for [ ] contracting officers (COs) and given to the procurement group chiefs at the Procurement Policy Panel meeting held on 22 February for distribution. This is the most comprehensive effort ever conducted by the Agency.



◦ OL/PMS Workshop Program

Two workshops were sponsored by OL/PMS during this quarter:

- "New Developments in Contract Law" was presented by [redacted] Chief, Logistics and Procurement Law Division, Office of General Counsel. This workshop gave an overview of the major changes in the procurement law area.
- An overview of procurement was scheduled to be presented to Supply Division, OL, in January, but it was cancelled due to a weather emergency.

◦ CONIF Activity

During the period 1 January 1988 through 17 March 1988, CONIF processed [redacted] contracts and [redacted] amendments.

◦ Agency Contract Review Board (ACRB) Activity

During the second quarter, the ACRB reviewed 36 cases, including the review of one docket in an executive session and one docket by the alternative procedure. The total value for this quarter was [redacted]. Seven of the 36 cases were competitive but, in the first quarter, only 2 of the 24 cases reviewed were competitive. These statistics indicate a substantial improvement in competitive activity over the first quarter of FY 1988.

◦ Procurement Notes (PNs)

OL/PMS issued two PNs during this second quarter:

- PN 192, "Work in Process Reports"
- PN 190, "Confidentiality Agreement and Conflict of Interest Certification"

◦ General Services Administration (GSA) Bulletin Board

OL/PMS now electronically receives the GSA database for the Consolidated List [redacted]

[redacted] After initial software problems, a backup computer with the capability to interface with the required modem was found. This data is now being distributed each week to the contract teams rather than monthly as before. This weekly update gives the teams much more current information.

- Competition in Contracting

The letters from the Director of Logistics to each directorate, indicating the directorate's competitive activity for the first quarter of FY 1988, were completed. This quarterly reporting is one part of a concentrated effort by OL/PMS to encourage competitive procurements whenever practicable. These letters focus the attention of directorate and office managers on the impact which their decisions have upon the competitive efforts of the contracting teams.

- Automation Activities

Four portable computers and peripheral equipment were issued by OL/PMS for use in the Contract Process Course in simulated negotiation exercises. In an effort to develop an expert system for acquisition planning, the Office of Research and Development and OL/PMS prepared a request for proposal.

- Bidders List

The bidders list, utilizing data elements from the Standard Form 129, was established on NOMAD, an Agency mainframe computer database. The results of this effort will be accessible for query by contract teams via the Delta Data terminals. The initial database will contain approximately 300 vendors, but it will be updated and increased weekly. This automated list will greatly help COs and their technical representatives determine which companies could provide various products and services.

- Procurement Training

This staff remains committed to providing the best training possible for procurement personnel. During this quarter, many employees received external and internal training, reflecting the continuing high level of training set in FY 1987.

- CIA Contracting Manual (CCM) Updating

OL/PMS is reviewing the updates to the Federal Acquisition Regulations and the Defense Federal Acquisition Regulations to determine the CCM revisions required in light of changes in those two publications. A comprehensive CCM update in the area of technical data rights and other areas is nearing completion.

◦ Senior Contracting Officer Meeting

The senior COs met on 26 February and were briefed by the Procurement Executive, OL, and the Chief, PMS/OL with updates on current events and trends within the procurement arena. At the end of the program, graduation certificates were awarded to the COIs who had completed the COI Program, as mentioned above.